



## RSAEC Executive Board Meeting –California Adult Education Program (CAEP)

DATE: December 02, 2025

TIME: 9:00am – 10:00am

**ZOOM: 891 3643 5380**

College and Workforce Preparation Center

1572 N. Main Street, Orange, CA 92867

(714) 628-5999

### AGENDA

Item	Discussion	Action
<b>Introductions</b>		
<b>Approval of agenda</b>		
<b>Approval of consent agenda</b> <ul style="list-style-type: none"> <li>Minutes: Approval of Minutes (10/21/25)</li> </ul>		
<b>Discussion Items:</b> <ul style="list-style-type: none"> <li>Instructional Hours and Expenses by Program Area (DUE: December 1)</li> <li>Update on the adjustment of the annual and 3-year plan to add the Mobile Unit for SAC-SCE.</li> <li>Brown Act compliance</li> <li>Guest at upcoming meeting from OC Library</li> </ul>		
<b>Vote to Approve:</b> <ul style="list-style-type: none"> <li>Approval of the CAEP Carryover Expenditure plan for the minutes. Plan was approved and submitted via NOVA on 10/23/25 through 11/06/25.</li> </ul>		
<b>Board Approvals for 2025-2026</b> <ul style="list-style-type: none"> <li>RSCCD – approved</li> <li>GGAE – approved</li> <li>OUSD – approved</li> <li>SAUSD – approved</li> <li>OCDE – approved</li> </ul>		

<b>Announcements:</b> <ul style="list-style-type: none"><li></li></ul>		
<b>Upcoming Events:</b> <ul style="list-style-type: none"><li></li></ul>		
<b>Upcoming 2025-26 Due Dates and important Information:</b>		
<b>December 2025</b> <ul style="list-style-type: none"><li><b>Dec 1:</b> 25/26 Member Expense Report Due in NOVA (Q1)</li><li><b>Dec 1:</b> July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *</li><li><b>Dec 31:</b> 25/26 Member Expense Report certified by Consortia in NOVA (Q1)</li><li><b>Dec 31:</b> End of Q2</li></ul>		
<b>January 2026</b> <ul style="list-style-type: none"><li><b>Jan 31:</b> Student Data due in TOPSPPro (Q2)</li><li><b>Jan 31:</b> Employment and Earnings Follow-up Survey</li></ul>		
<b>February 2026</b> <ul style="list-style-type: none"><li><b>Feb 28:</b> Preliminary allocations for 2026-27 and 2027-28 released by this date.</li></ul>		
<b>March 2026</b> <ul style="list-style-type: none"><li><b>Mar 1:</b> 25/26 Member expense report is due in NOVA. (Q2)</li><li><b>Mar 31:</b> End of Q3</li><li><b>Mar 31:</b> 25/26 Member Expense Report certified by Consortia in NOVA (Q2)*</li></ul>		
<b>April 2026</b> <ul style="list-style-type: none"><li><b>Apr 30:</b> Student Data due in TOPSPPro (Q3)</li><li><b>Apr 30:</b> Employment and Earnings Follow-up Survey</li></ul>		
<b>May 2026</b> <ul style="list-style-type: none"><li><b>May 2:</b> CFAD for 2026-27 due in NOVA *</li></ul>		

<b>June 2026</b> <ul style="list-style-type: none"> <li><b>Jun 1:</b> 25/26 Member Expense Report due in NOVA (Q3)</li> <li><b>Jun 30:</b> 25/26 Member Expense Report certified by Consortia in NOVA (Q3) *</li> <li><b>Jun 30:</b> End of Q4</li> </ul> <i>*Items with an asterisk are consortium deliverables</i>		
<b>Other:</b> <ul style="list-style-type: none"> <li></li> </ul>		
<b>Future Meetings: 4<sup>th</sup> Tuesday of the month, unless otherwise noted.      Location: CWPC Conference Room      Time: 9:00am – 10:00am</b> <ul style="list-style-type: none"> <li><b>2026:</b> January 27, February 24, March 24, April 28, May 26, June 23</li> </ul>		